

Date: _____

Enclosed please find an accounting that outlines what you owed us when you moved out and the expenses we incurred in returning the property to the condition it was in when we rented it to you.

The accounting results in a deficiency. Please send a check for this amount within the next ten days. If you do not pay this claim, we have the right to enforce this debt by taking you to court or turning this debt over to collections. If you honestly can't pay this amount (we recognize you have just moved and moving can be expensive), we are willing to accept payments over several months.

Enclosed is a payment agreement, a note, allowing you to pay the amount you owe. Please sign where indicated and return.

Sincerely,

Enclosure



Equal Housing Opportunity

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